



TOWN OF ROCKLAND
Planning Board
Town Hall
242 Union Street
Rockland, Massachusetts 02370

Telephone
781-871-1874 ext. 170
Fax
781-871-0386
Email
Rocklandplanningboard@rockland-ma.gov

ROCKLAND PLANNING BOARD
APPLICATION FOR A PUBLIC HEARING
INSTRUCTION SHEET

1. This application, when completed, must be filed with the Town Clerk together with:

A. **FILING FEE- (Make check payable to the "Town of Rockland")**

- \$200.00 Application for Special Permit

B. **ADVERTISING COST**

The Petitioner/Applicant will be responsible for paying advertising cost incurred with a local newspaper and will receive a statement for cost incurred directly from said newspaper prior to the next available hearing date scheduled with the Planning Board. The Planning Board will type the Petitioner/Applicant(s) ad and submit the same to the newspaper for proper publication. The Planning Board will send to the local newspaper any pertinent billing information needed so that a billing statement can be sent directly to the Petitioner/Applicant(s) for the advertisement publication.

C. **COPYING TO BE DONE BY APPLICANT**

- Application (after completed by Applicant and signed by Zoning Enforcement Officer). Required to provide 13 copies.
- Certified List of Abutters. Required to provide 13 copies
- All maps, site plans, plans, reports, and other documents required by this instruction sheet. Required to provide 13 copies.

D. **ENVELOPES**

- All envelopes for advertising and decision mailings are to be submitted with the application. See Mailing below.

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E. **ADVERTISEMENT MAILING**

- Mailed to Applicant(s), all Abutter(s), Rockland Zoning Board, Rockland Planning Board, and surrounding Town's Planning Boards.
- Required for mailing: One (1) business size pre-addressed, stamped envelope for each name on the certified list of abutters with the appropriate amount of postage affixed to each envelope. **Only use postage stamps. Do not use a postage meter. Do not put a return address on the envelopes.**
- Required for mailing: One (1) business size pre-addressed, stamped envelope to each surrounding Town's Planning Board, Rockland Zoning Board, and Rockland Planning Board. Please see list of addresses on last page. **Only use postage stamps. Do not use a postage meter. Do not put a return address on the envelope.**
- Required for mailing: One (1) certified envelope addressed to the Applicant(s)/ Owner(s), if different, the green card and white Certified Mail forms filled out with Applicant(s)/Owner(s) name(s) filled out in Block 3 (green card only) with the appropriate amount of postage affixed. **Certified Mail label must have the bar code with number.**

F. **DECISION MAILING**

- Mailed to Applicant(s), and Abutter(s)
- Required for mailing: One (1) business size pre-addressed, stamped envelope for each name on the certified list of abutters with the appropriate amount of postage affixed to each envelope. **Only use postage stamps. Do not use a postage meter. Do not put a return address on the envelope.**
- Required for mailing: One (1) certified envelope addressed to the Applicant(s), Owner(s), if different, and the green card and white Certified Mail forms filled out with Applicant(s)/Owner(s) name(s) filled out in Block 3 (green card only) with the appropriate amount of postage affixed. **Certified Mail label must have the bar code with number.**

2. The application must be signed by the Owner(s) of record of the subject property, and the Applicant(s), if different from the Owner(s). Applications not signed by the Applicant(s) and Owner(s) will be returned.

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3. All applications that involve any new construction, or additions to existing construction, and all applications that involve outside storage of goods or equipment, *except for open decks and porches*, shall be accompanied by a plan drawn and stamped by a registered land surveyor. The plans shall show all metes and bounds of the property, north arrow, dimensions of all existing and proposed structures, set-backs from the property lines and buffer zones where applicable.
4. All applications that also require Site Plan Approval from the Planning Board shall be accompanied by a Site Plan, meeting the requirements of the Site Plan Approval set forth in the Rockland Planning Board Rules and Regulations.
5. All applications that also require Design Review Approval from the Planning Board shall be accompanied by a Design Review Plan, meeting the requirements of the Design Review Approval set forth in the Town of Rockland Zoning By-laws.
6. All Applicant(s) must go to the Rockland Assessor's Office to obtain a Certified List of Abutters.
7. All business, commercial and industrial Applicant(s) must submit a Municipal Lien Certificate from the Rockland Tax Collector's Office for the property in question.
8. The application must be signed by the Zoning Enforcement Officer in two (2) sections on the application before the Applicant(s) makes 13 copies.
9. The Town Clerk will distribute your completed application to the members of the Rockland Planning Board. The Board will set a date for your hearing within 65 days of the date stamped by the Town Clerk. You will be notified by mail of the date and time of your hearing. If you are unable to present your petition at that time, please contact the Planning Board Chairman or the Secretary at (781)-871-1874 ext. 170 or email at rocklandplanningboard@gmail.com as soon as possible.

All Incomplete application's will be REJECTED
and returned to the Applicant(s)

Created: October 29, 2009

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Required Mailing Addresses for a Public Hearing

Hingham Planning Board
210 Central Street
Hingham, MA 02043-2759

Abington Planning Board
500 Gliniewicz Way
Abington, MA 02351-1139

Whitman Planning Board
54 South Avenue
Whitman, MA 02382

Hanson Planning Board
542 Liberty Street
Hanson, MA 02341

Weymouth Planning Board
75 Middle Street, 3rd Floor
Weymouth, MA 02189

Norwell Planning Board
P.O. Box 295
Norwell, MA 02061

Hanover Planning Board
550 Hanover Street
Hanover, MA 02339

Department of Housing and Community Development
One Congress Street, Suite 300
Boston, MA 02114
Attn: Don Schmidt

The Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02111